

October

2016

Ultimate Job Search

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6 NO WORKSHOP	7	8
9	10 Columbus Day Holiday	11	12	13 Workshop Job Search Techniques 9:00-12:00	14	15
16	17	18	19	20 Workshop Writing Effective Resumes 9:00-12:00	21	22
23	24	25	26	27 Workshop Interviewing with Confidence 9:00-12:00	28	29
30	31					

Summary of workshops provided by Havre Job Service

(see calendar for dates and times, please call to sign up*)

Ultimate Job Search – scheduled 3 hour, one of five parts is offered every Thursday.

The five parts in the series are below. You can attend any or all.

- 1. Starting the Job Search.**
 - Identify your skills and interests, as well as learn how to manage your time, money and stress during your job search.
- 2. Job Search Techniques.**
 - Topics on job searching and researching companies. Also helpful instructions on completing job applications.
- 3. Writing Effective Resumes.**
 - Gain a better understanding of the resume and its purpose. Improve your ability to write a resume, cover letter and reference sheet.
- 4. Interviewing with Confidence.**
 - Learn how to better prepare for an interview, and the answers to some of the most common interview questions.
- 5. Success on the Job.**
 - Learn how to be better prepared when starting a new job. Also, gain an understanding of good work habits.

*** To sign-up, call 406-265-5847**